

**THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF GREENVILLE IS AT-WILL.**

## **CITY OF GREENVILLE**

POLICY NO. HR-17

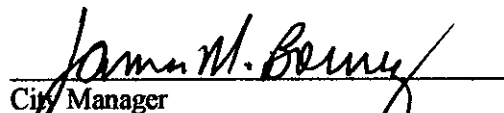
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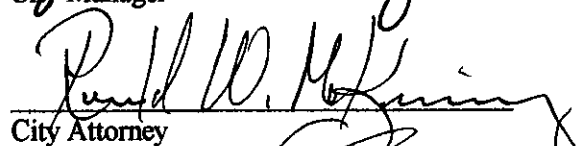
SUBJECT: General Conduct Expectations

### CONTENTS

- I. Purpose
- II. Scope
- III. Policy
- IV. Procedures
  - A. Treatment of Co-workers
  - B. Outside Employment
  - C. Labor Relations
  - D. Workplace Considerations
  - E. Charitable Activities and Solicitation
  - F. Chain of Command

APPROVALS:

  
City Manager

  
City Attorney

  
Human Resource Director

I. **Purpose**

The purpose of this policy is to set forth the City's expectations of employees regarding work-related conduct.

II. **Scope**

This policy applies to all classified employees of the City of Greenville.

III. **Policy**

It is the policy of the City of Greenville to ensure that all employees recognize their obligations to their co-workers and to set forth reasonable standards and expectations for employee work relationships within and with the City.

IV. **Procedures**

A. **Treatment of Co-workers**

All employees have the obligation to help ensure pleasant working conditions for all co-workers and a harassment-free, productive work environment. Responsible and courteous conduct in the work place is essential for the safe, efficient, and professional rendering of public services by the City of Greenville. All employees are expected to carry out their individual responsibilities in a way that respects the obligations of co-workers and which recognizes that teamwork requires diligence in performance of one's own duties and deference to the needs and feelings of other employees. Employees should anticipate disciplinary action, which on occasion may include termination, when they repeatedly and persistently engage in practices which require an excessive amount of supervision from their superiors, or when their demeanor in dealing with co-workers, or the public, generates or exacerbates disputes.

Unprofessional conduct is unacceptable and will not be tolerated. Employees are urged to report incidents of unprofessional and offensive conduct by any employee to their supervisor, department head, or to the Human Resource Director.

Employees ***are required to***, (i.e. "they must") report any known *unethical, and/or, illegal* on-the-job activities of their co-workers or supervisors. Not to do so is itself unethical, constitutes complicity in the activity, and may be a violation of law subject to criminal penalties. Such reports will be brought to the City Manager by the employee or supervisor receiving the initial report.

Each instance will be investigated, and appropriate actions taken based on the investigation's findings.

All employees, whether operating in an official or unofficial capacity, are required to comply with the provisions of privacy legislation. Any personal information recorded about any employee is not to be discussed or released, unless authorized in writing by the employee. This information can include social security number, birth date, compensation, medical treatment and medical records and any other similarly sensitive information.

IN NO EVENT WILL THE REPORTING EMPLOYEE BE DISCIPLINED IN ANY WAY FOR HIS/HER VALID EFFORTS TO REPORT KNOWN OR REASONABLY SUSPECTED ILLEGAL, UNETHICAL, OR UNPROFESSIONAL CONDUCT, NOR WILL RETALIATION BE ALLOWED AGAINST ANY PERSONS REPORTING OR ASSISTING IN THE INVESTIGATION OF A COMPLAINT OF UNPROFESSIONAL, UNETHICAL, OR ILLEGAL CONDUCT.

**B. Outside Employment**

The City's Code of Ethics prohibits any outside employment which may cause or appear to cause a conflict with the normal discharge of an employee's duties for the City. Any employee holding or planning to hold a second job must provide, in writing, the place, hours, and nature of the secondary employment to their supervisor and department head and obtain approval from the department head prior to beginning work on a second job. Such notice shall be submitted to Human Resources to be placed in the employee's personnel file.

Outside employment which causes no conflict with the normal and timely performance of an employee's duties and responsibilities is permitted. Employees holding additional outside employment must recognize that their primary responsibility is to effectively fulfill their duties as City employees. Employees allowing any outside employment to adversely impact the effective and expected fulfillment of their duties for the City will be subject to disciplinary action which may include termination.

Any employee wishing to serve on an outside board or commission must first obtain the approval for such service from the City Manager to ensure there is no conflict of interest with the

employee's City position.

C. Labor Relations

The Public Policy of the State of South Carolina does not permit public employers to recognize or bargain collectively with associations, unions, groups of employees, or any third parties. The City respects that policy and adheres to it. Furthermore the City will oppose strongly any attempts by employees or others to circumvent it.

City employees may not solicit membership, distribute brochures or flyers, or otherwise engage in organizing activity while on the job or while in a work area. Solicitation or distribution of pro-union, organizing or campaign literature by City employees during working time or in working areas is prohibited. Working time is the time an employee is expected to be working.

D. Workplace Considerations

All non-Civil Service employees are generally expected to have standard work schedules which normally call for eight (8) hours of work per day, Monday through Friday. Normal operating hours may vary by department. An unpaid lunch break of one (1) hour is available to an employee and varies by department from ½ hour to one (1) hour. Employees are reminded that abuse of the time allotments for lunch creates hardships for co-workers as well as impacts on productivity and ability to properly serve the needs of the citizens of Greenville. Employees are expected to strictly adhere to the periods allotted for lunch.

From time to time, a department may have certain needs and employees that would best be served by a non-standard work schedule. The department has the authority to establish and control such non-standard schedules; however, employees will still be expected to work their normal number of hours regardless of the reporting/operating schedule.

Any non-standard work schedule established by a department head, including the expected duration of the schedule, must be reported to the Human Resource Department prior to implementation.

E. Charitable Activities and Solicitation

The City of Greenville supports individual employee involvement in charitable activities as long as those activities do not negatively affect normal City operations. Organization-wide charitable

campaigns are limited to the United Way, the March of Dimes Walk America, the Easter Seals Brace-A-Child, and the Salvation Army Angel Tree Program. Distribution of literature and/or solicitation of support for campaigns and causes by employees, during work hours, and/or in working areas, is prohibited with the exception of City authorized charitable fund drives. Solicitation for campaigns and causes, or distribution of literature, by persons other than employees of the City in those areas of government property, which are not open to the public, is prohibited with the exception of City authorized charitable fund drives. Solicitation for campaigns and causes, or distribution of literature, in those areas of government property which are open to the public are prohibited to the extent that such solicitation or distribution substantially disrupts, or materially interferes with, governmental, administrative, or operational activities.

F. Chain-of-Command

Employees are expected to honor their chains-of-command when presenting formal recommendations, registering formal complaints, or attempting formal resolution of problems. The City endorses an open door policy in which employees of all levels are encouraged to interact openly with employees of all other levels and stimulate synergy and creativity among one another. Employees are also expected to enjoy the right of formal appeal, without retaliation, of adverse actions to higher levels of management. Such policy assumes, nonetheless, that the "chain-of-command" management has been given the opportunity and failed to deal satisfactorily with the issue, and has been informed of the employee's intent to carry the issue to a higher level or management. If a member of the chain-of-command, or his/her behavior, is the issue, and an employee cannot discuss the issue with that person, the employee is expected to carry the issue to the next higher level in the chain-of-command, until the chain-of-command is exhausted. The employee may bring sensitive issues to Human Resources directly; Human Resources will normally refer the individual back to some level in the chain-of-command who can appropriately deal with the problem or suggestion, and serve as a liaison with the employee and chain-of-command manager to help reach a resolution or final answer. If satisfaction is not achieved through the chain-of-command, the formal employee appeal process (see HR-22) is available to the employee.

All matters that are brought to City Council must be channeled through the City Manager who is the only link with Council in official matters. Under the City of Greenville's Council/Manager form of government, the City Manager is the *end* of the chain-of-command for employees and has

final say in all administrative matters. Any attempt by employees to bring Council pressure to bear on the City Manager, or to seek favored treatment by direct appeal to City Council members is considered a violation of the Chain of Command and will subject the employees to disciplinary action up to and including discharge.